

STATE LETTERHEAD

Subject: Hawaii Information Portal, Employee Self-Service Secure Login Information

IMPORTANT: For your privacy and security, do not copy this letter or share your login information with anyone.

Starting on **April 2, 2018**, you may enter your direct deposit details into the Hawaii Information Portal, Employee Self-Service. Please note that you must enter your direct deposit information by **April 16, 2018** to ensure that you continue to receive your pay through electronic direct deposit in the new payroll system.

To enter your direct deposit details into the Hawaii Information Portal, Employee Self-Service, you will need your login information (shown below), your bank's and/or credit union's routing number, and your account number(s). There is no limit to the number of direct deposits you can enter, should you wish to use multiple bank or credit union accounts.

You must use **a computer connected to the State network** to access the Hawaii Information Portal, Employee Self-Service for direct deposit purposes. When first logging in, you will be required to reset your temporary password (shown below) and create a new password. Your password is valid for a 90-day period.

A quick reference guide is located on the back of this page to assist you with entering your direct deposit information. Visit <http://ags.hawaii.gov/hawaiipay/for-employees/> for more tools and tips, including how to locate your bank/credit union's routing number and account number for direct deposit enrollment. You may also contact the Hawaii Information Portal Service Center at hip@hawaii.gov or (808) 201-SERV [7378] for additional assistance during State office hours, Monday through Friday, 7:45 am to 4:30 pm, excluding State holidays.

Step #1: Log into Hawaii Information Portal

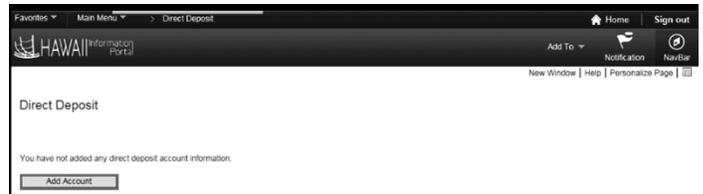
- ① **User ID:** Enter User ID
- ② **Password:** Enter your password. *Password requirements: Minimum 10 characters with at least one upper case letter, one lower case letter, one number (0 through 9), and one special character such as !, @, or \$.*
- ③ **Sign In:** Click on **Sign In** button

Step #2: Go to Direct Deposit Menu

- ④ Click the **Direct Deposit** menu



- ⑤ Click the **Add Account** button and the "Add Direct Deposit" page will appear



Step #3: On "Add Direct Deposit" Page Enter Your Information



Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number ⑥ [View Check Example](#)

Distribution Instructions

Account Number ⑦

Retype Account Number

*Account Type ⑧

*Deposit Type ⑨

Amount or Percent ⑩

*Deposit Order ⑪ (Example: 1 = First Account Processed)

⑫

* Required Field

[Return to Direct Deposit](#)

- ⑥ **Routing Number:** Enter your financial institution's 9-digit routing number. If you receive an error message, contact the HIP Service Center.
- ⑦ **Account Number:** Enter your account number
Retype Account Number: Re-enter your account number
- ⑧ **Account Type:** Click the drop-down arrow to select your Account Type
 - Checking – deposit into a checking account
 - Savings – deposit into a savings account
- ⑨ **Deposit Type:** Click the drop-down arrow to select your Deposit Type
 - Amount – amount of net pay to be deposited
 - Balance of Net Pay – Your entire net pay or your remaining net pay (if you have multiple direct deposits)
 - Percent – a percentage of net pay to be deposited
- ⑩ **Amount or Percent:** If you have multiple direct deposits, enter an amount (example 10.50) or percent (example 20)
- ⑪ **Deposit Order:** Enter the order of the deposits (1, 2, etc.), if you have multiple direct deposits. If you only have one direct deposit, the Deposit Order field will automatically default to 999 and you do not need to enter a value.
- ⑫ **Submit:** Click on **Submit** button